



## Human Resources Section Position Announcement number: NCA-183

Position: **Secretary**  
Grade: **FSN-06**  
To: **All Interested Candidates (Non Dominican applicants must possess legal Dominican residence and Dominican Cédula)**  
Opening Date: **October 16, 2014**  
Closing Date: **October 31, 2014**  
Work Hours: **Full time; 40 Hours/week**  
Salary Scale: **From RD\$359,677 to RD\$575,477.00)**

The U.S. Agency for International Development in Santo Domingo is seeking an individual for the Secretary position for the Voucher Section in the Controller's Office.

### **Basic Functions**

The primary purpose of this position is to serve as the secretary for the Voucher Section and serve as the backup for the Controller's Office FSN-07 Secretary. The principal duties of this position include, but are not limited to the following: log-in, filling send and receive vouchers put of approval, and any clerical and secretarial work.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office through [santodomingoresume@state.gov](mailto:santodomingoresume@state.gov).

### Qualifications Required:

**NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.**

1. Completion of secondary school plus one year of University studies is required.
2. At least two years of progressively responsible experience in secretarial and clerical work which demonstrate ability to handle more complex tasks and projects.
3. English and Spanish Level III (Good Working Knowledge) is required.
4. A thorough knowledge of administrative procedures including comprehensive filing system, standard business correspondence format, business protocol, office management, a customer service oriented and team player person.
5. The incumbent must possess administrative, secretarial and management skills; ability to use various office machines and computer software programs.

**The Office of Human Resources will contact for testing purposes ONLY those applicants that meet all of the requirements.**

**ADDITIONAL SELECTION CRITERIA THAT MAY AFFECT THE FINAL HIRING DECISION INCLUDE BUT ARE NOT LIMITED TO: NEPOTISM, BUDGET, CONTINUITY IN THE POSITION, STAFFING GAPS, AND/OR THE NEED FOR THE APPLICANT TO HAVE A SECURITY CLEARANCE.**

**ADDITIONAL SELECTION CRITERIA:**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. All information required in the Universal Application for Employment (DS-174) must be complete and in accordance with the resume. Failure to do so will result in an incomplete application.
5. The candidate must be able to obtain and hold an unclassified security clearance.

**TO APPLY**

**Interested candidates for this position must submit the following for consideration of the application (the three options are required):**

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174), <http://www.state.gov/documents/organization/136408.pdf>
2. A current resume or curriculum vitae, including a copy of the Dominican Cédula.
3. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

**SUBMIT APPLICATIONS TO:**

Office of Human Resources  
Attention: Yenni Ogando  
e-mail: [santodomingoresume@state.gov](mailto:santodomingoresume@state.gov)

**POINT OF CONTACT**

Yenni Ogando  
Telephone: 809-368-7412

**APPLICATIONS MUST BE RECEIVED BY CLOSE OF BUSINESS  
October 31, 2014**

The U.S. Mission in Santo Domingo provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation.

The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.